CEDARVILLE UNIVERSITY
BASIC PLAN FOR EMERGENCY PREPAREDNESS & RESPONSE

PURPOSE:

To establish a strategy for responding to emergencies that may originate internally and externally to the organization, which can potentially affect the University. ***This document will serve as a basic statement and model describing our approach to emergency preparedness and response.***

OVERVIEW:

Currently, specific emergency response plans have been developed to address the following areas of risk (see specific plans & procedures for details):

1. Basic Plan for Emergency Preparedness & Response (includes evacuation procedures)
2. Security Crisis Response Plan
3. Tornado Response Plan
4. Hazardous Material Spills
5. Power Failure & Utility Disruption
6. Accident/Injury Response
7. Bomb Threat Procedures
8. Fire Response Plans
9. Student Death Policy
10. Crisis Policy for Off-Campus Programs and Traveling Abroad
11. Crisis Communications Response Plan (includes Public Relations)
12. Information Technology Disaster Recovery Plan
13. Business Interruption Plan
14. Traveling Abroad Policy
15. Flu Response and Communicable Diseases (i.e., Ebola)
16. Closed POD Distribution Plan for Vaccinations
17. Emergency Closing Response Plan (includes inclement weather)

POLICY:

The University has developed plans that address emergency situations, which have the potential to disrupt campus life and threaten the security and safety of the campus community and its facilities. These plans will be enacted as specific emergency situations may occur. Generally, Campus Security is the first department to become aware of these situations and accepts the responsibility of notifying other departments and key University personnel to become involved, depending on the nature and scope of the situation. The Basic Plan for Emergency Preparedness & Response will meet the following objectives:

1. Provide for the safety and health of all members of the campus community (faculty, staff, students, visitors, etc.).
2. Provide for the preservation and protection of campus facilities and grounds.
3. Provide a safe and systematic method of responding to emergencies.

BASIC EMERGENCY RESPONSE CONCEPT:

The basic concept of this plan is to address emergency situations by categorizing them into "emergency levels." Each level results in a different response based on the severity of the situation. This concept can be applied generically to all separate emergency response plans. This plan is intended to be dynamic in nature and expanded and revised as the complexity of the campus and particular situations encountered may change.

Emergency Levels are outlined as follows:

LEVEL I - EMERGENCY CRISIS

This refers to emergency situations that may affect a smaller segment of the campus community, specific individual(s), departments, or facilities. Level I Emergencies may have a short-term impact on campus life and involve fewer resources to manage.

Examples: *school closing due to snow or extreme weather-related emergency, flooding in one section of a building that affects offices and/or a limited number of classrooms, fire alarm and evacuation of one building (false alarm or minor fire incident), short-term power failure affecting a limited number of facilities, advanced EMS responses missing student where suicide or foul play is suspected.*

LEVEL II - EMERGENCY CRISIS

This refers to emergency situations moderate to severe in nature and have a wider impact on the campus community, its facilities, and/or operations. Level II Emergencies usually involve more resources to manage, a greater level of decision-making, and may have a longer-term impact on campus life.

Examples: *tornado emergencies, student suicide or death, campus-wide power failure, serious threat or act of serious violence against the campus (active shooter), terrorism or bomb threats, criminal activity occurring on or near the campus that requires a Clery notification to the campus community, extensive fire damage to strategic facilities, mass causality incidents due to an explosion, fire or tornado damage, campus health epidemic, water system failure, etc.*

INCIDENT MANAGEMENT:

In situations involving *Level II Emergencies*, the incident may include the need to institute the **"Incident Command System"** (ICS) of emergency management. ICS is a government-based

system developed and adopted by the Federal Emergency Management Administration (FEMA) and focuses on <u>five key areas</u>:

Command, Operations, Planning, Logistics, and Finance/Administration.
- **Command** - sets priorities and objectives and is responsible for overall command of the incident.
- **Operations** – implements all tactical operations necessary to carry out the plan.
- **Planning** – collects, evaluates, and disseminates information concerning incidents and provides status updates of all available resources.
- **Logistics** – provides the necessary support (facilities, services, and materials) to meet incident needs.
- **Finance/Administration –** monitors and documents all costs and provides the necessary financial support related to the incident.

<u>ON-SITE INCIDENT COMMAND:</u>

First responders from law enforcement, Campus Security, Fire, and EMS will establish a location on the perimeter of the incident scene to utilize as a tactical command and operations center. They will appoint an individual(s) to oversee "Incident Command and Operations."

<u>These roles would typically be filled by law enforcement and/or emergency response officials involved in the tactical response to the incident</u>. In some situations, the Sheriff's Department may bring their Emergency Mobile Command Center on-site to use for this purpose. In accordance with ICS protocol, personnel will be appointed by the Incident Commander to serve in the following roles:

- **Public Information Officer** – role is to develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations. **This person will work closely with the University's Vice President for Marketing and Communications, the Crisis Communication Team, and the Public Relations liaison on these matters.**

- **Liaison Officer** – role is to serve as the point of contact for assisting and coordinating activities between the IC and various agencies and groups. This may include local government officials, criminal investigating organizations, and investigators arriving on the scene.

- **Safety Officer** – role is to develop and recommend measures to the IC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer also develops the Site Safety Plan, reviews the incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessments of hazards and required controls.

Command and Operations Personnel from this site will establish communications with the Crisis Communications Center.

UNIVERSITY COMMAND & CRISIS COMMUNICATIONS CENTERS:

In conjunction with the on-scene command, the University will also establish its own command and crisis communications center(s). The ICS areas of focus for the University will be managed by establishing a "Critical Incident Response Team (CIRT)" as the situation may require. This system helps improve communication, coordination, and cooperation between the various university officials, departments, and public agencies needed to manage the incident.

During all emergencies, the President acts as the ultimate internal authority on campus. Under his leadership, the Director of Campus Security, or designate, serves as the **"Incident Command Leader"** for the University and assumes responsibility for "coordinating emergency response efforts." The Director also helps to maintain liaison with the Public Law Enforcement and Emergency Response agencies.

Notifications to the appropriate personnel and agencies necessary to respond to an emergency would normally be initiated by the "Incident Command Leader" after receiving notification from the first person or department that has initial contact with the incident. In most situations, this information filters through Campus Security, Public Relations, Maintenance, and Residence Life.

It is advisable to establish a specific location or Command Center where members of the team can work together to help facilitate communications and decision making. These locations are listed below and have been established due to their geographic location on the campus and availability to communications and computer technology.

- The **primary** location for the Command Center will be the SSC President's Library.

    This facility has been chosen to enable us to perform these tasks:

    - Capabilities to monitor surveillance cameras in the nearby Campus Security office.
    - This building has emergency power generation.
    - Establish radio communications with Campus Security, law enforcement, and other emergency responders.
    - Phone and computer communications can be used to activate the Mass Notification System and maintain contact with those at the scene.
    - Conference rooms and additional space are available for the CIRT to work from to facilitate communication with each other and with personnel from the public agencies previously mentioned.
    - Accessibility from off-campus roadways.

    During the initial stages of the emergency, the President may choose to meet with the Cabinet and/or others at Founders Hall prior to coming to the Command Center.

- The **secondary** location for the Command Center will be the Tyler Center Advancement Conference room. This location is also accessible from off-campus roadways.

In addition, the Crisis Communication Team has established the following locations:

- The primary location will be the Tyler 210/212 suite (MarCom offices).

- News conferences will be held in BTS 102-103, with backup locations for the team in the Library 022-Video Studio, Hartman Hall, or the Davis House (because of emergency telephone and power capabilities.

The University's CIRT team will consist of the following positions and is under the leadership of the President and Cabinet:

POSITION	CIRT FUNCTION
President	Chief Executive Officer
Vice President for Business and CFO	Chief Financial Officer
Vice President for Marketing/Communications	Public Relations & Communications
Vice President for Academics	Educational & Faculty issues
Vice President for Student Life/Christian Ministries	Student Life/Spiritual issues
Vice President for Advancement	Advancement Relations issues
Vice President for Enrollment Management	Admissions Relations issues
Vice President for Athletics	Athletic Program Issues
University General Counsel	Associated Legal issues
Associate Vice President of Operations	Facilities and Environmental Issues
Director of Campus Security	Incident Command Liaison
Executive Director of Public Relations	Media Relations & Communications
Senior Advisor to the President	Advisor

THE CRISIS COMMUNICATIONS MEDIA LIAISON:

- In the event of an emergency that meets the high-level criteria described in a Level II Emergency where significant media interaction is expected and/or engagement with multiple internal or external constituencies is required, crisis communications will be led by the Vice President for Marketing and Communications.

- The Executive Director of Public Relations will serve as the University's media liaison and will work in conjunction with the President of the University, Vice President for Marketing/Communications, Law Enforcement, and CIRT on any information to be released to the media.

  For more specific information, refer to the Crisis Communication Plan.

Additional positions that are not part of the CIRT can be called upon to serve as technical resources or advisors, depending on the nature of the emergency. These include, but are not limited to, the following positions:

Associate Vice President of Human Resources	Human Resources/Personnel Issues

Associate Vice President of Finance	Financial Issues
Chief Information Officer	Communications/IT Issues
Director of University Medical Services	Health Issues
Director of Campus Safety & Risk Management	Safety and Insurance Issues

Chart #1:

CRITICAL INCIDENT RESPONSE TEAM ACTIVITIES

Process	Action
ASSESS NATURE AND SCOPE OF THE EVENT	1. Establish scope of the incident. 2. Address injuries and immediate dangers. 3. Initiate incident documentation. 4. Establish incident command and decision making, initiate communication plan. 5. Gather information on hazards/threats and assessment.
NOTIFICATION AND MOBILIZATION	6. Notify outside agencies as necessary. 7. Establish internal and external communications.
NEEDS ASSESSMENT AND RESOURCE COORDINATION	8. Determine equipment needs related to parking, transportation, facilities, staff, students, outside agencies, etc. 9. Determine and obtain necessary personnel resources (e.g., faculty, staff, students, outside agencies, etc.). 10. Determine medical/mental health needs. 11. Determine legal considerations and any liaison with police, fire, and EMS. 12. Release information to the public as necessary.

INCIDENT RESOLUTION	13. Determine incident de-escalation procedures (consider initiating a Continuity of Operations Plan, COOP if necessary). 14. Complete an after-action report of the incident.

MASS NOTIFICATION SYSTEM:

If it becomes necessary to notify the entire campus of a security crisis or other campus emergency that may pose a threat of serious concern to the campus community, the following alert system will be utilized based on the circumstances of the individual situation.

Chart #2:

Immediate Alert: (generally 1-15 minutes after emergency is reported. This may include tactical instructions to occupants).
1. Mass Notification System will be initiated that alerts students, faculty, and staff of the emergency. This sends cell phone voice messages, text messages, office and home phone contacts, and e-mails. This is limited to those who are signed up for this free service.
2. Patrol vehicles may be used to drive through campus, sounding sirens and making appropriate PA announcements. In some law enforcement active threat situations, this system may not be desirable. This can be used in Tornado Warning situations where enough time is available to add this additional measure of notification.
3. Direct contacts to the major facilities, when possible, made by Campus Security, the Police, and assigned Maintenance or Communications Center personnel.
Emergency Alert: (generally 15-60 minutes after the emergency is reported). This includes further emergency announcements or instructions).
4. The same system as outlined in the immediate alert may be utilized.
Advisory Alert: (generally 1-24 hours after the emergency is reported). This includes updates, warnings of potential threats, and announcements).

> 5. Mass Notification System can be utilized, or it may be appropriate to send an email using the campus computer network.

EMERGENCY EVACUATION & SHELTER IN PLACE:

Depending on the specific nature of an emergency, it may become necessary to evacuate a building either completely, or partially, or to lock down or shelter in place. Faculty, staff, and students should be aware of the different types of incidents that could result in utilizing these methods to maintain the safety and security of the campus community.

To maintain communications with all members of the campus, the Mass Emergency Notification System will be used as appropriate. Campus Security will take the leading role in facilitating these procedures.

Definitions:

1. **Evacuation** - Temporary but rapid removal of people from a building or disaster (or threatened) area as a rescue or precautionary measure.

2. **Lockdown** - A lockdown occurs when occupants of the facility are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises, and officials expect that these measures will minimize the risk of the occupant's exposure to the criminal element. Lockdowns necessitate a law enforcement response and immediate intervention.

3. **Shelter In Place** - Sheltering in place is similar to a lockdown in that the occupants are to remain on the premises but may require that they be moved to a different part of the facility due to an environmental event taking place outside of the facility, for example, the release of a chemical cloud in the area or a tornado warning situation. Evacuating the occupants may put them at greater risk than sheltering them within the facility. However, it may be prudent to move all of the occupants to another part of the facility to further minimize the risk of exposure.

Fire or Explosion - Procedures have been outlined in our Fire Response Plans. These have been summarized for you. If you are in a building where you observe an active fire, an explosion, or smoke throughout the corridors, in a classroom, or in other areas of the building, you are to do the following:

1. **Activate** a fire alarm pull station. Activating a pull station will sound the "audible horn and strobe lights" throughout the building.

2. **Notify 9-1-1** immediately and contact Campus Security (at least 1 person needs to ensure that this has been accomplished). Give the exact location and nature of the situation.

3. **Confine** the fire by closing all the doors in the area and rescuing anyone in immediate danger **only if you can do so safely.**

4. **Evacuate** the building via the nearest exit in a controlled yet rapid manner. During a fire alert situation, all persons are to use the stairs, not elevators. Persons exiting the building should walk at least 50-100 feet from the building, keeping the main building access areas clear for incoming emergency vehicles. This applies to ALL OCCUPANTS, including faculty, staff, students, visitors, contractors, vendors, etc.

5. **Remain Outside** the building until the Fire Department and Campus Security have arrived to assess the situation, which includes a search of the building for any remaining occupants. Approval to return to the building is subject to the authorization of the Fire Chief.

Gas Leaks/Strong Odors of Gas – in the event that this happens in any building on campus, the "fire alarm system is not to be used" as it could become an ignition source that could contribute to an explosion. The following steps should be followed:

1. **Warn others in your area to leave the building immediately**. While leaving in a controlled and orderly manner, prop the exterior doors open using a door wedge, if available, or by using nearby furniture such as a chair.

2. **Notify 9-1-1- immediately** and contact Campus Security (at least 1 person needs to ensure that this has been accomplished). Give the exact location and nature of the situation.

3. **Follow steps 3 & 4 under the Fire Response procedures –** evacuate and remain outside until approval to return to the building is given by the Fire Chief.

Bomb Threat Situations – in the event that a threat is received, or a suspicious package or device is observed, determination by the Cabinet, Campus Security, and law enforcement may be made to evacuate individuals to a safe area on campus. This decision will be made on a case-by-case basis and after a careful evaluation of the threat received. In most cases, students, faculty, and staff will be instructed to shelter in place until a thorough search by Campus Security and Law Enforcement is completed. Once the building has been deemed safe, all occupants will then be evacuated in a safe direction.

Active Threat (Shooter) Situations – as indicated in the University Active Shooter Response Plan that is posted on the Campus Security website, the university has adopted the Office of Homeland Security's RUN, HIDE, or FIGHT response method.

This includes:
1. **RUN** – evacuate the building or section of the building as rapidly as possible when you first learn of the threat in your building if it is safe for you to do so without

exposing yourself to further harm. You can exit through the exterior doors or consider using windows, if necessary, by breaking your way out. Strike window glass at the top or bottom corners. Leave your belongings behind.

Keep your hands visible if you see law enforcement or rescue personnel in the area. Move as far away from the threat as possible.

2. **HIDE** - if you are unable to evacuate or you are in another building away from the immediate threat, then you should go into lockdown. This is accomplished by going to a securable room and locking yourself inside by barricading the doors with desks, tables, chairs, file cabinets, or any other object that can prevent or slow down entry by a perpetrator. Turn off the lights and turn down your cell phones. Pull shades on the windows, if applicable, and remain quiet. Do not huddle together in one location.

3. **FIGHT** – if all else fails, and as a last resort, attempt to stop the perpetrator by any means necessary. You can throw items at them to cause a distraction. Strike the person with chairs, discharge a fire extinguisher at them, or wrestle them to the floor. Act with physical aggression and commit yourself to your actions.

Power or Utility Failure – in the event that one of the campus buildings or a portion of one of these buildings experiences a power outage in excess of 45 minutes to 1 hour in duration (this is the general time frame that portable emergency lights will maintain power), where the building does not have an emergency generator that can sustain continued occupancy, those facilities will be evacuated. Buildings with some generator capability that can maintain occupancy beyond that time frame are:

1. Fitness Recreation and Callan Athletic Center
2. Dixon Ministry Center
3. Stevens Student Center
4. Health Sciences Center
5. Chemistry Lab Center

This would not apply to residence halls where evacuation would not be initiated during a power outage, as residence halls are considered the living quarters for the student body on campus.

Tornado Emergencies – during this type of emergency, occupants of all buildings should not evacuate but go to the lowest level of the building that they are in at the time of the emergency and seek shelter in the innermost sections such as restrooms, corridors, classrooms, offices that are not near exterior walls and windows. Avoid the gym or large auditorium facilities.

More detailed instructions for each building on campus are contained on the Campus Security website under *Emergency Procedures*.

Complete Campus Evacuation – this would typically be a planned and announced event where the campus was experiencing a sustained loss of power, utilities, or severe damage from a major

environmental event such as tornado, earthquake, or another catastrophic event. This response level would be considered rare.

CAMPUS STAGING AREA LOCATIONS: (also referenced in the Security Crisis Response Plan)

If it becomes necessary to set up staging areas in safe zones outside the immediate incident area, pre-determined sites have been established for this purpose. The Incident Commander may modify these locations due to changing circumstances. Staging areas are used to distribute supplies and equipment, medical triage, and launching areas for tactical response personnel.

- **Location SA** - North Campus - water tower or soccer field parking lots.
- **Location SB** - Northwest Campus - large special event parking lot near the Murphy/Younger/Rickard residence halls (west SSC lot).
- **Location SC** - Central Campus - Apple Technology Center parking lot.
- **Location SD** - South Campus - commuter parking lot by the Hill or Tyler south parking lot.

HELICOPTER LANDING AREAS:

To be used for the medical transport of victims, especially in a mass casualty incident.

- **Location HA** - North Campus - old soccer field adjacent to the water tower.
- **Location HB** - Central Campus - grassy area between the Apple Technology Center and Williams Hall.
- **Location HC** - South Campus - same grassy area used for central campus.

INCIDENT RECOVERY AND RESOLUTION:

As an expansion of items 13 & 14 listed in Chart #1, under "Incident Resolution," immediately after the emergency, steps should be taken to resume operations (see COOP guidelines for major disaster situations *) as quickly as possible.

General items of focus should include the following:

- Establish priorities for resuming operations (*see comments on COOP Operation Plan).
- Continue to ensure the safety of personnel on the property and assess any remaining hazards or issues.
- Keep detailed records.
- Account for all damage-related costs. Protect undamaged property and buildings and conduct salvage operations, as necessary.
- Notify the insurance carrier if the situation requires.

Follow notification procedures relative to parents, students, faculty, staff, and other administrative personnel as appropriate, depending on the situation.

The "Critical Incident Response Team" (CIRT) will determine who will take responsibility for addressing each of these specific areas.

Below are additional guidelines to help establish "specific action steps" relative to the development of a Continuity of Operation Plan (COOP) *. From these guidelines, a recovery strategy can be developed in the event of a major disaster, regardless of the type of disaster. It is important to attempt to define a time-phased recovery process.

Action Step No. 1 - Immediate actions (should be completed within 12 hours after the event).
- Address injuries and immediate dangers.
- Establish a safe and secure environment.
- Assess initial damage.
- Organize and assemble the Incident Response Team (if not already accomplished)
- Establish the Incident Command & Communications Centers (if not already accomplished).

Action Step No. 2 - Initial recovery (should be completed 12 to 48 hours after the event).
- Conduct a comprehensive damage assessment.
- Restore basic services.
- Contact external resources.
- Resident students may need to be sent home (if not already accomplished).

Action Step No. 3 - Campus recovery (should be completed within 3 weeks of the event).
- Repair building damage.
- Secure alternative facilities/erect temporary structures.

Action Step No. 4 - Campus opening.
- Students return to campus.
- Classes resume.
- Student housing reopens.

Action Step No. 5 - Plan review.
- Review action steps taken.
- Revise procedures.

The times in the above steps are approximate; the Critical Incident Response Team (CIRT) should complete the action steps as quickly as possible. For certain emergencies with warning periods (floods, tornadoes, etc.), some steps can be taken before the disaster.

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